



OFFICE OF LICENSING AND MONITORING

Child Placement Agency Report Summary

Provider Information

Provider Organization	Neighbor to Family
Name of Chief Administrator	Donna McCarter
Email of Chief Administrator	donna.McCarter@neighbortofamily.org

CPA Site Information

Name/Address	License Capacity	Total DHS Contract Limit	DHS Census	DJS Census	Other Census	License # Exp Date	Date of Site Inspection
5740 Executive Drive, Suite 107 Baltimore, MD 21228	Unlimited	50	27	0	0	#232 9/19/2025	2/25/2025

Contracting Agency(s)	Maryland Department of Human Services & Maryland Department of Juvenile Services
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Licensing Information

Licensing Agency	Maryland Department of Human Services
License Type	Treatment Foster Care
Type of Inspection	Quarterly
Current Status of License	ACTIVE

COMAR Citations



(CAP = Corrective Action Plan)

<p>This Provider was cited for the listed COMAR violations which MAY present safety risks for children based on impact, scope, and frequency. These issues are either resolved or a corrective action plan has been implemented.</p>	CPA Site	COMAR Citation	Comment	Citation Status (Resolved/CAP)
	5001509	<i>Con't Treatment Plan [7.02.21.08A2pg.7,07.02.21.11pgs.10]</i>	Missing in five client records. Treatment plans were either outdated or not provided upon request	CAP
		<i>Child Placement Worker Responsibilities [07.05.01.15D(2)(4)]</i>	Youth's record had multiple documents missing including home visits, medical appointments, treatment plans and progress notes.	CAP
		<i>Dental/vision [07.05.02.17A(2) &(7)pg.28&29]</i>	Missing in three client records. Dental exams were either outdated or incomplete.	CAP
		<i>Agency Maintenance of Child in Foster Care Placement [07.05.02.17A(7)]</i>	Annual appointments (medical, vision) and dental appointments not documented in the record.	CAP
		<i>Foster Parent Progress Notes (Daily or wkly) [07.02.21.10D(3) pg.9]</i>	Missing in six client records. Notes are missing multiple weeks or have not been submitted.	CAP
		<i>Initial Treatment Plan [07.02.21.08A1pgs.6&7]</i>	Missing in three client records. Document not provided upon request	CAP
		<i>Confidentiality [07.05.02.19B]</i>	Following termination, staff retained company computer, badge, and key to NTF's administrative office where the records are housed	CAP
		<i>Employee Responsibilities [07.05.01.15A(1)(3)(5)]</i>	Various concerns with the management of the agency's program (i.e. poor record keeping, lack of support to foster parents and accuracy of agency rosters), responsibilities such as supervision, training and termination lack sufficiency, Lack of delegation of appropriate responsibilities to staff	CAP

		Employee Qualifications [07.05.01.14C(4)]	Missing in one client record	CAP
		Monitoring Visits (2x month) [07.02.21.08A(3)(5) pg7]	Home visit notes were either missing and/or duplicates for multiple months. No recent home visit notes in the record for six clients.	CAP
		Psychiatric/Psychological [07.02.21.07A(2)(d) pgs.6]	No documentation located in the clinical record regarding psychiatric/psychological reports, medication or updates	CAP
		physical exam [07.05.02.17A(1) & (7) pg.28&29]	Missing in one client record	CAP
		Monitoring Foster Parents [07.05.02.16F(1)]	Foster parent reported there was a lack of support in the home regarding the youth's behavior and respite care and caseworker failed to meet the visit requirements based upon COMAR and the agency's policies.	CAP
		Progress Notes [07.05.02.18D(9) pg.32,07.02.21.10D(3)(4)pg9]	Missing in six client records. Clinical record not provided after multiple requests	CAP
		TFC Annual Training 30 hrs. [07.02.21.05. Cpg5,07.05.01.13. B(7)pg.21]	Missing in two staff records. Insufficient hours for 2024	CAP
		Post-Acceptance Responsibilities [07.02.21.08A(3)(5)]	Caseworker failed to meet with youth and foster parent twice a month	CAP
		Records [07.05.02.18D(6)(8)(9)]	Missing pertinent documentation in the record (i.e. treatment plans, educational records, medical records)	CAP
		Home study [07.05.02.11Apg.13]	Home study incomplete-missing two documented visits on the report for one foster parent.	CAP

This Provider was cited for the listed COMAR violations which DO NOT present imminent safety risks for children based on impact, scope, and frequency.	5001509	Agency Reporting Responsibilities [07.05.01.08B(26)(e)]	Plans for remedying weaknesses in the program lack sufficiency
		Annual performance Evaluations [07.05.01.13a(5)pg.21,07.05.01.13b(6)pg21]	Missing previous annual performance evaluation for one staff member
		Child Support [07.05.02.11E(8)pg.14]	Missing Child Support Enforcement document in one foster parent record
		Credentials [07.05.01.13b(5)pg.21,07.05.01.14Cpg22]	One staff carrying a caseload does not have a license to practice social work
		Vehicle Insurance [07.05.01.10Epg16]	Insufficient insurance limits for one staff member

Office of Licensing and Monitoring Staff Information

Name	Role	Email	Date
 Natashia Cobb, LMSW	Licensing Specialist	natashia.cobb@maryland.gov	4/4/2025
 Nalicia Goods	Acting Deputy Executive Director	Nalicia.goods@maryland.gov	4/4/2025